

PETTY CASH FUND MAINTENANCE

(For use with Policy and Procedure Manual Filing 10,752)

Agency Number _____

Please indicate:

Current authorized amount \$ _____

Requested increase or decrease \$ _____

New authorized amount \$ _____
(maximum \$500.00)

☐ Establish new fund

☐ Change responsible employee(s)

☐ Request to change amount

☐ Cancel fund

Agency Name: _____

Petty Cash Fund No.: _____

If new fund, amount of fund requested: \$ _____ (Maximum allowed is \$500.00)

Funding Source _____

Fund _____ BU _____

Funds to establish Petty Cash Fund should be from current year appropriations for operating expenses and should be object-coded 7240, "Advances for Petty Cash Funds."

Proposed Use of Fund: _____

Proposed Location of Petty Cash Fund: _____
(Street Address) (City)

Security provided for fund (lock box, locked desk, safe, etc.): _____

Designated Responsible Employees:

Custodian: _____
(Name) (Position)

Alternate
Custodian: _____
(Name) (Position)

Supervising
Employee(s): _____
(Name) (Position)

(Name) (Position)

Approved:

I hereby certify that the above Petty Cash Fund will be used as provided by law and by regulations set out by the Director of Accounts and Reports.

Director of Accounts and Reports

(Date)

Agency Authorized Signature

(Date)

Cancellation

Please cancel Petty Cash Fund No. _____

Funds deposited on receipt voucher # _____

SOKI³⁺ interfund voucher # _____

Agency Authorized Signature

(Date)